

CDBG Economic Development

Staffing Support Activities

City of Norfolk

Department of Neighborhood Development

Department of Neighborhood Development (DND)

- Provides financial information and assistance to City of Norfolk stakeholders including outside agencies.
- Works with many contacts and resources including business/ industry and other local staff, regional economic development professionals, and numerous public and private providers.
- Administers the CDBG, HOME and ESG programs.

CDBG 101

HUD allocates CDBG funds to state and local governments to carry out a wide-range of community development activities directed toward:

1. Revitalizing neighborhoods,
2. Economic development, and providing improved
3. Community facilities and services.

Economic Development Project Form

SECTION I – PROGRAM ADMINISTRATOR CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone:	
Fax:	
E-Mail:	
EIN:	54-6001455

SECTION II - PROJECT INFORMATION

IDIS Project Name:		IDIS Project No.	
IDIS Activity Name:		IDIS Activity No.	
Project Location:		Census Tract(s)	

SECTION III - CDBG ELIGIBILITY

OBJECTIVE CATEGORY – CDBG Programs ONLY (✓ check one)		
<input type="checkbox"/> Suitable Living Environment	<input type="checkbox"/> Decent Affordable Housing	<input type="checkbox"/> Creating Economic Opportunities
OUTCOMES (✓ check one)		
Accessibility/Availability	Affordability	Sustainability/Livability Promoting Livable/Viable Communities
<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved affordability	<input type="checkbox"/> Enhance suitable living environment through new/improved sustainability
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved affordability	<input type="checkbox"/> Create decent housing with new/improved sustainability
<input type="checkbox"/> Promote economic opportunity through new/improved accessibility	<input type="checkbox"/> Promote economic opportunity through new/improved affordability	<input type="checkbox"/> Promote economic opportunity through new/improved sustainability
National Objective (check 1)		Population to be Served (check all that apply)
<input type="checkbox"/> L/M Area Benefit		<input type="checkbox"/> Extremely Low
<input type="checkbox"/> L/M Limited Clientele		<input type="checkbox"/> Low
<input type="checkbox"/> L/M Housing		<input type="checkbox"/> Low/Moderate
<input type="checkbox"/> L/M Jobs		<input type="checkbox"/> Moderate
<input type="checkbox"/> Slums/Blight		<input type="checkbox"/> Non Moderate

SECTION IV – PROJECT DESCRIPTION

Please provide a brief project description. Include service location and specific activities to be undertaken.

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SECTION V – PROGRAM INCOME DETERMINATION

WILL THIS ACTIVITY GENERATE PROGRAM INCOME?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF SO, WHAT IS THE ESTIMATED AMOUNT OF PROGRAM INCOME TO BE GENERATED	\$ _____

Economic Development Project Activity Form

SECTION VI – ACCOMPLISHMENT DATA

Depending on the nature of your program, please indicate the number of households OR number of people that will be served by your program:	
If Households Served:	New
Number of Households	0
Number of Low-Moderate Households	0
If People Served:	New
Number of People	0
Number of Low-Moderate People	0
If Businesses Served:	New
Number of Businesses	0
Number of Small Businesses	0
Number of Minority-Owned/Women-Owned Businesses	0
Number of Women-Owned Businesses	

CDBG Criteria: Which CDBG criterion below does your proposed project meet?	
<input type="checkbox"/>	(1) Housing (Select subpart below):
<input type="checkbox"/>	(a) Single family (must be 100% LMI)
<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)
<input type="checkbox"/>	(2) Job creation: At least 51% of jobs for LMI persons.

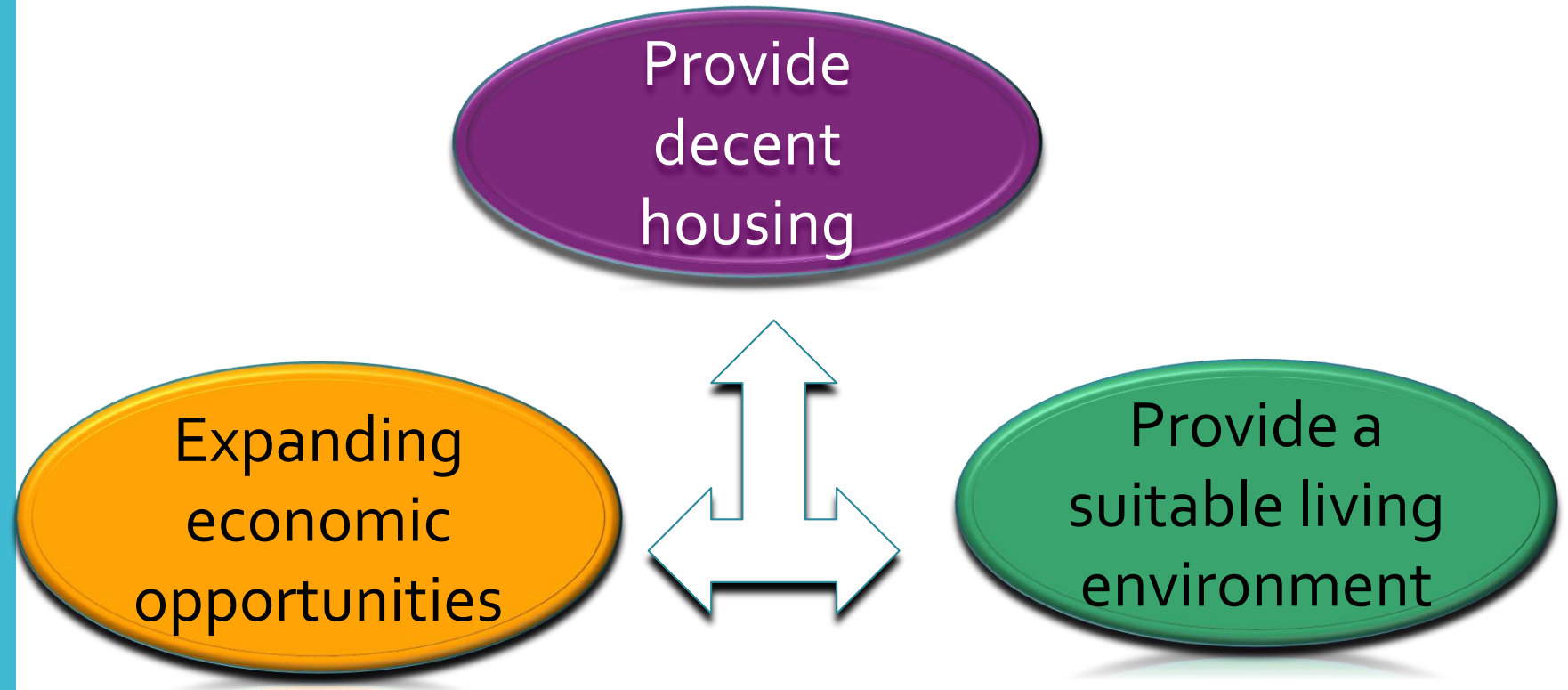
Certification: To the best of my knowledge and belief, the data on this form is true and correct. This document has been duly authorized by the Director of Norfolk Department of Development. The Department of Development will comply with CDBG rules and regulations as well as federal and state regulations as applicable.

Signature – Director of Development

Date

Primary Objectives

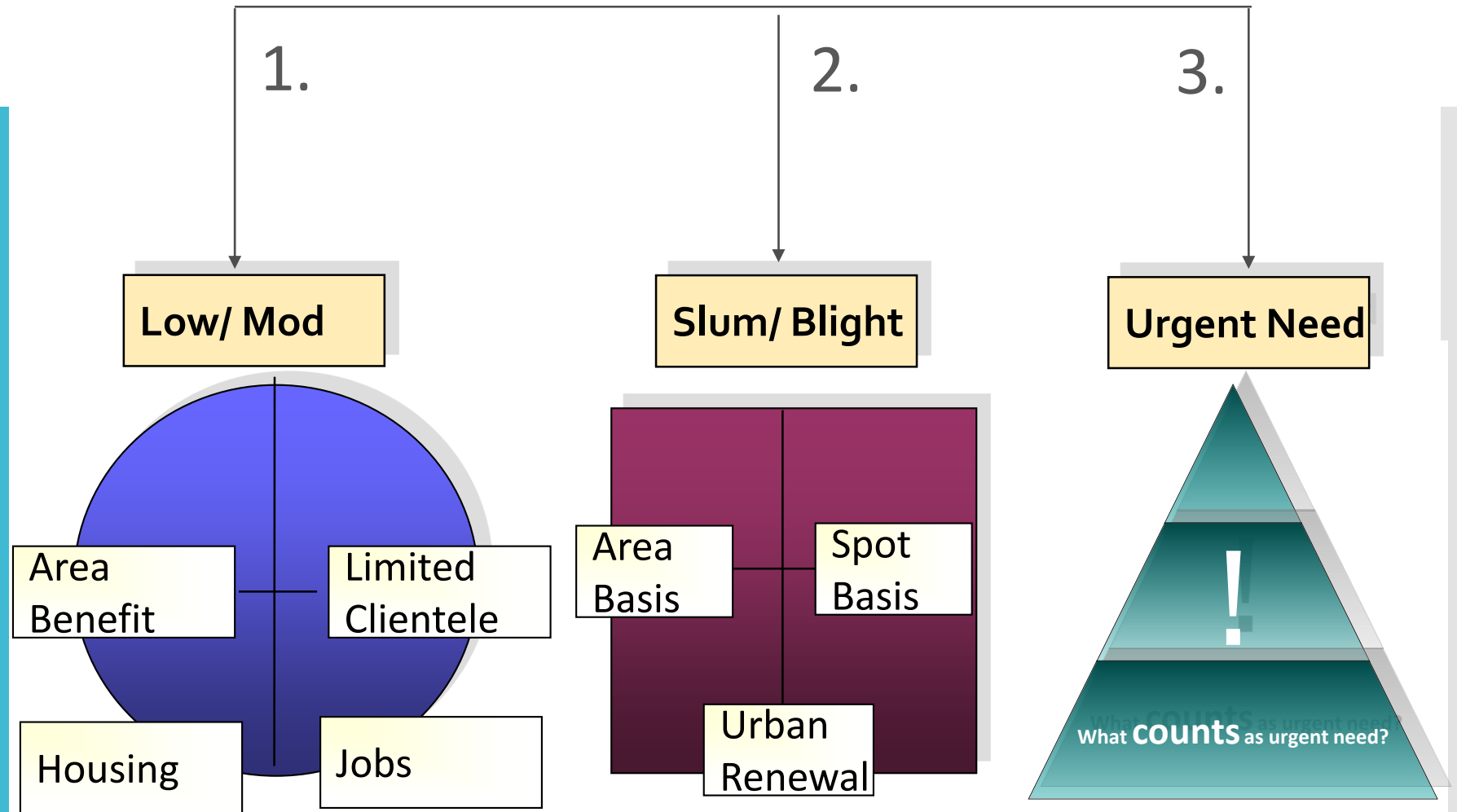
Development of viable communities by the provision of determining the primary objective for principally low and moderate income persons.



Objectives & Outcomes

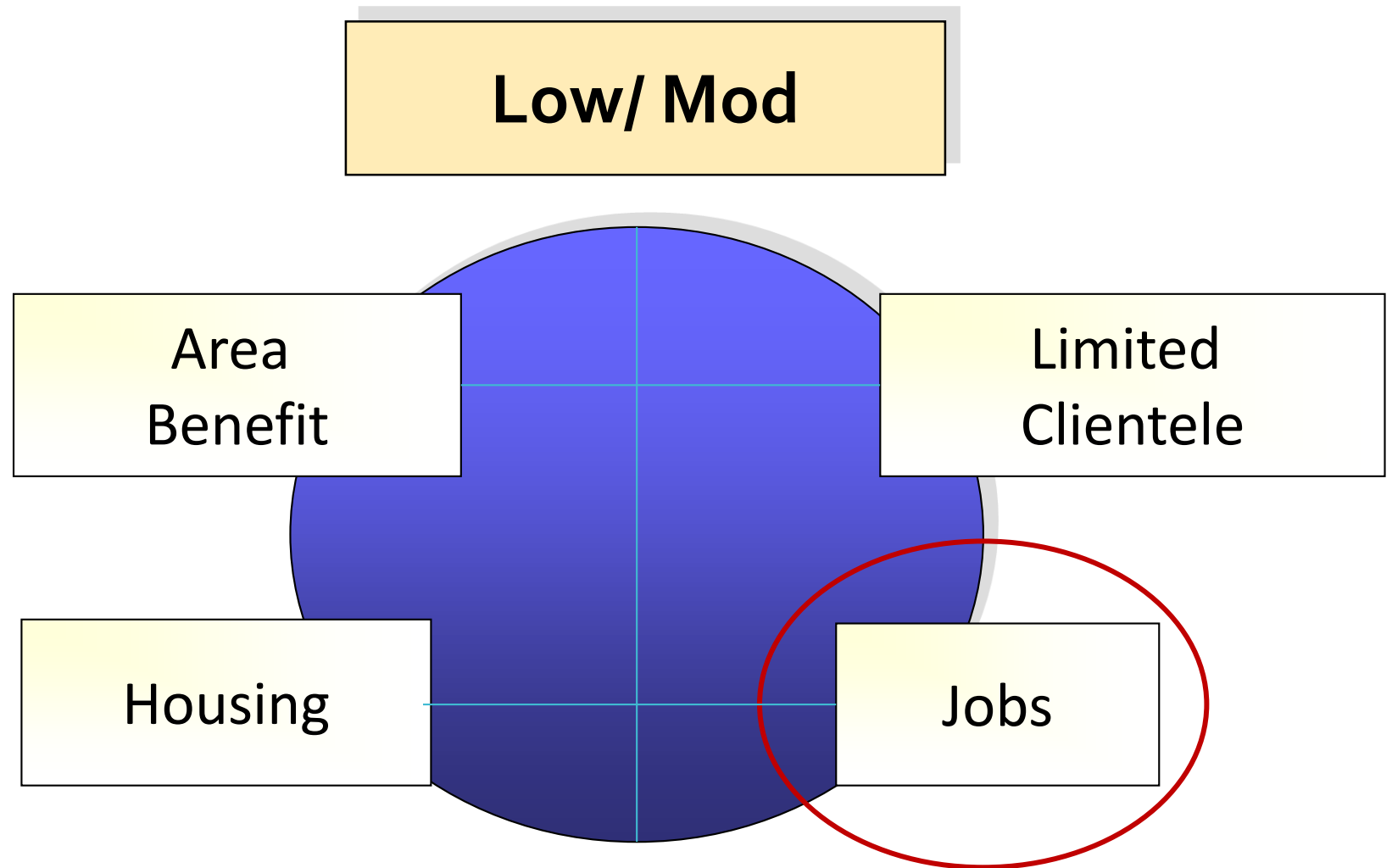
SECTION III		
OBJECTIVE CATEGORY – CDBG Programs ONLY (✓ check one)		
Suitable Living Environment	Decent Affordable Housing	Creating Economic Opportunities
OUTCOMES (✓ check one)		
Accessibility/ Availability	Affordability	Sustainability/Livability Promoting Livable/Viable Communities
Enhance suitable living environment through new/improved accessibility	Enhance suitable living environment through new/improved affordability	Enhance suitable living environment through new/improved sustainability
Create decent housing with new/improved availability	Create decent housing with new/improved affordability	Create decent housing with new/improved sustainability
Promote economic opportunity through new/improved accessibility	Promote economic opportunity through new/improved affordability	Promote economic opportunity through new/improved sustainability

National Objectives Breakdown



The City of Norfolk must ensure that **at least 70%** of its expenditures be used for activities qualifying under the Low- and Moderate-Income Persons Benefit Objective.

Low/Mod Jobs



The City of Norfolk must ensure that at least 70% of its expenditures be used for activities qualifying under the Low- and Moderate-Income Persons Benefit Objective.

Broad National Objectives & Income Categories

Section III con't	
National Objective (check 1)	Population to be Served (check all that apply)
L/M Area Benefit	Extremely Low (30% or less)
L/M Limited Clientele	Low (31% - 50%)
L/M Housing	Moderate (51% - 80%)
L/M Jobs	Non-Moderate (81% or greater)
Slums/Blight	

Project
Description
&
Program
Income

Section IV – Project Description

Please provide a brief project description. Include service location and specific activities to be undertaken.

Section V – Program Income Determination

WILL THIS ACTIVITY GENERATE PROGRAM INCOME?	Yes No
IFSO, WHAT IS THE ESTIMATED AMOUNT OF PROGRAM INCOME TO BE GENERATED	\$_____

Documenting Accomplishments

Section VI – Accomplishment Data

Depending on the nature of your program, please indicate the number of households OR number of people that will be served by your program:	
If Households Served:	New
Number of Households	0
Number of Low-Moderate Households	0
If People Served:	New
Number of People	0
Number of Low-Moderate People	0
If Businesses Served:	New
Number of Businesses	0
Number of Small Businesses	0
Number of Minority-Owned/Women-Owned Businesses	0
Number of Women-Owned Businesses	

Documenting Accomplishments & Certification Continued

Section VI – Accomplishment Data

CDBG Criteria: Which CDBG criterion below does your proposed project meet?		
	(1) Housing (Select subpart below):	
	(a)	Single family (must be 100% LMI)
	(a)	Multi-unit (must be 51% LMI)
	(1) Job creation: At least 51% of jobs for LMI persons.	

Certification: To the best of my knowledge and belief, the data on this form is true and correct. This document has been duly authorized by the Director of Norfolk Department of Development. The Department of Development will comply with CDBG rules and regulations as well as federal and state regulations as applicable.

Signature – Director of Development

Date

Timesheets

PROGRAM ACTIVITY NAME	Program Activity 4						BNO	LMA <input type="checkbox"/>	LMC <input type="checkbox"/>	LMH <input type="checkbox"/>	LMJ <input checked="" type="checkbox"/>
BUSINESS	Virginia Paving										
HUD ACTIVITY NO.	4620										
REQUEST PERIOD	11	1	2015	TO	11	30	2015				

Sub-Recipient/ Employee Timesheet for CDBG Program Personnel

EMPLOYEE NAME	POSITION TITLE	DATE	PAY RATE	DAY OF WEEK							TOTAL NO. SERVICE	COMMENTS
				M	T	W	TH	F	SA	SU		
Joe Smith	Analyst	11/02/15	\$15.00	5	4	0	1	5	0	0	15	Example
		01/03/00		0	0	0	0	0	0	0	0	
		01/01/00		0	0	0	0	0	0	0	0	
		01/02/00		0	0	0	0	0	0	0	0	
		01/03/00		0	0	0	0	0	0	0	0	
		01/04/00		0	0	0	0	0	0	0	0	
		01/05/00		0	0	0	0	0	0	0	0	
TOTAL NUMBER OF HOURS WORKED FOR THIS PROGRAM ACTIVITY											15	

Total number of CDBG Hours

15

CDBG Rate of Pay Per Hour

Percentage Rate (According to Contract Line Item)

Total Pay Period Amount

225.00

By submitting the timesheets, Economic Development Personnel and Supervisor certify the information provided is accurate including the program activity name, number of hours worked weekly and the total number of hours are shown in the proper cell.

Timesheets are required for all employees paid with CDBG funds with the Department of Economic Development. The employee should have an understanding of the distinctions between program activities and should complete the timesheets based on the program activities.

The timesheet must be signed by the employee and the approving supervisor and kept in the personnel file and submitted to the Department of Neighborhood Development accompanied by request for payment.

Date & Signature of Staff Personnel

Signature _____

Date _____

Date & Signature of Staff Supervisor

Signature _____

Date _____

**Note: Please be sure to attach the approved timesheets and pay stubs, if applicable, together when submitting CDBG payment requests to the Department of Neighborhood Development.*

Quarterly Report and Timesheet Do's

Do's

- Indicate correct project activity
- Include DUNS number for each business assisted
- Indicate total of current number of jobs created and job retention
- Include current and cumulative totals
- Indicate if any program income was generated per quarterly report
- Submit Report of Expenditures regularly
- Document that jobs would be lost without CDBG
- Required to convert part-time jobs, no temporary jobs qualify
- Jobs activity program is required to turn over within 2 years and will be filled by or available to LMI person(s)

Quarterly Report and Timesheet Don'ts -

Don'ts

- Do not provide program data until the program activity information is supported
- Do not begin the program activity until a business agreement has been established
- Do not submit an uncompleted quarterly report to DND
- Do not submit total number of non-moderate individuals as meeting the low/ mod jobs requirement
- Do not submit timesheets for payment until both the employee and authorized signature signs the form
- Do not submit the quarterly report until the Economic Development employee has signed the report monthly/ quarterly.

FY 2016 Community Infrastructure and Economic Development Activities REPORTING ON JOB CREATION AND RETENTION ACTIVITIES

Grantee Name:	Department of Economic		Project Title:	Community Infrastructure and Economic Development	
Total No. of Jobs Created:	0	Total No. of Jobs w/ Employer Sponsored Health Care Benefits:	0	Total No. of Persons who were un-employed prior to taking job from Economic Development:	0

INSTRUCTIONS: Your timely, clear and complete submission of this Employment Data form is being requested by the Department of Neighborhood Development for its CDBG program. This form will help the City have a better understanding of the types of jobs clients are receiving through the Department of Economic Development Program. The Labor Category Definitions are located on a separate worksheet.

JOB CLASSIFICATION:		(1) Office and Manager	(2) Professional	(3) Technicians	(4) Sales	(5) Office & Clerical	(6) Craft Worker (Skilled)	(7) Operatives (Semi-skilled)	(8) Laborers (Unskilled)	(9) Service Worker
No.	Name of Client	(1)	Prior Employed	Program Entry Date	Date of Employment	Employer Name	Job Classification	Hourly Wage	Notes	
1	Joe Atkins	✓		11/16/15	1/15/16	Joe Assoc.	Laborers	\$ 10.00		
2	Nancy Smith	N/A		10/31/15	2/26/16	Eastern Cont.	Professional	\$ 22.00		
3								\$ -		
4								\$ -		
5								\$ -		
6								\$ -		
7								\$ -		
8								\$ -		
9								\$ -		
10								\$ -		
11								\$ -		

EXISTING JOB POSITIONS	
Total Full-Time	1
Total Part-Time	0
Grand Total Full-Time	1

ACTUAL NEW HIRE OR RETAINED JOB POSITIONS		LMJ
Total Full-Time	1	2
Total Part-Time	0	0
Grand Total Full-Time	1	2

I hereby certify under the penalty of perjury that all the information contained in this form (including all supportive documentation) is true and correct. I understand and acknowledge that making false statement on this certification, including any documents submitted in support of it, may result in repayment of grant funds.

Authorized Signature

Date

Quarterly Reports

SECTION II: Program Income

Does this activity generate Program Income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate the amount generated this quarter.	\$0	

SECTION III: Activity Status

1. Activity Status:	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Underway	<input type="checkbox"/> Completed
2. Environmental Status:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Completed	<input type="checkbox"/> Underway
3. Is this activity still in compliance with the original project schedule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

SECTION IV: 1. Accomplishment Narrative

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SECTION IV: 2. Problems Encountered this Quarter: Provide a brief description of any problems or delays encountered during this reporting period.

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SECTION IV: 3. Technical Assistance – If your activity requires the technical assistance, please indicate the nature of assistance was required.

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Quarterly Reports (continued)

SECTION V: Job Creation and Job Retention

Indicate in the table below, the number of jobs created – or – retained for this activity.

	REPORT PERIOD TOTALS					CUMULATIVE TOTALS				
Job Creation	Full-Time	FT Low/Mod	Part-Time	PT Low/Mod	% of Low/Mod Jobs	Full-Time	FT Low/Mod	Part-Time	PT Low/Mod	% of Low/Mod Jobs
Expect to Create	0	0	0	0	0	0	0	0	0	0
Actually Created	0	0	0	0	0	0	0	0	0	0

SECTION VI: Jobs Created – or Retained for this Activity

Indicate in the table below, the type of jobs created – or – retained for this activity.

	REPORT PERIOD TOTALS		CUMULATIVE TOTALS	
Type of Job Created or Retained	Number of Jobs Created	Number of Jobs Retained	Number of Jobs Created	Number of Jobs Retained
Officials & Managers	0	0	0	0
Professional	0	0	0	0
Technicians	0	0	0	0
Sales	0	0	0	0
Office & Clerical	0	0	0	0
Craft Workers (skilled)	0	0	0	0
Operatives (semi-skilled)	0	0	0	0
Laborers (un-skilled)	0	0	0	0
Service Workers	0	0	0	0
TOTAL	0	0	0	0

Quarterly Reports (continued)

SECTION VII: Direct Benefit Information

Complete the Direct Benefit Information in the table below for the actual jobs created – or – retained for this activity.

Instructions: Indicate the total number of persons in each Racial Category for this reporting period and the cumulative total. From the total number depicted in each Racial Category, indicate the numbers that are of Hispanic Ethnicity for this reporting period and the cumulative total.

RACE/ ETHNIC CATEGORY Type of Job Created or Retained	REPORT PERIOD TOTALS		CUMULATIVE TOTALS	
	Total Number	Number Hispanics	Total Number	Number Hispanics
White	0	0	0	0
Black/ African American	0	0	0	0
Asian	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0
American Indian/ Alaskan Native & White	0	0	0	0
Asian & White	0	0	0	0
Black/ African American & White	0	0	0	0
American Indian or Alaskan Native & Black/ African American	0	0	0	0
Other Multi-Racial	0	0	0	0
TOTAL	0	0	0	0

Quarterly Reports (continued)

SECTION VIII: Direct Benefit Information *(continued)*

Complete the Direct Benefit Information in the table below for the actual jobs created – or – retained for this activity.

Instructions: Indicate the total number of persons in each Racial Category for this reporting period and the cumulative total. From the total number depicted in each Racial Category, indicate the numbers that are of Hispanic Ethnicity for this reporting period and the cumulative total.

DIRECT BENEFIT BY INCOME CATEGORY			OTHER DIRECT BENEFIT INFORMATION		
INCOME CATEGORIES	REPORT PERIOD TOTALS	CUMULATIVE TOTALS	Other Categories	REPORT PERIOD TOTALS	CUMULATIVE TOTALS
	Total Number	Total Number		Total Number	Total Number
Extremely Low (30% or less)	0	0	Total # Benefiting from the Activity	0	0
Low (31% - 50%)	0	0		0	0
Moderate (51% - 80%)	0	0	# of Female Headed Households	0	0
Non-Low/Mo (81% or greater)	0	0		0	0

For a Business Assistance activity meeting the Low/Mod Benefit National Objective, at least 51% of the jobs created and/or retained must be held by low- or very low-income persons.

Provide the information provided below (1 - 4).

1. Of the actual jobs created, how many jobs have employer sponsored health care benefits:	0
2. Of the actual jobs created, how many were unemployed prior to taking the job created under this activity:	0
3. Of the actual jobs retained, how many jobs have the employer sponsored health care benefits:	0
4. If employment levels are less than initially proposed, explained reductions or indicate when the proposed goals will be met.	

SECTION IX: Certification and Authorized Signature

I hereby certify under the penalty of perjury that all the information contained in this form (including all supportive documentation) is true and correct. I understand and acknowledge that making false statement on this certification, including any documents submitted in support of it, may result in repayment of grant funds.

<i>Authorized Signature</i>			<i>Date</i>

Authorized Title

Low Mod Jobs

- Jobs: Special Economic Development assistance to businesses for either:
 - Job Creation: (Requires a minimum of 51% of those hired are for Low/Moderate persons), or
 - Job Retention: (Requires a minimum of 51% are held by Low/Moderate persons)

Job Reporting

- **Job Creation:**

- Total number of jobs created in program year
- Total number of jobs with employer-sponsored health care
- Total number of persons who were unemployed prior to taking job created
- Total number of jobs by economic development job classifications

- **Job Reporting:**

- Total number of jobs retained in program year
- Total number of jobs with employer-sponsored health care
- Total number of jobs by economic development job classifications

Low Mod Jobs

- Area Benefit: 51% of the Service Area residents must be LMI persons
 - Evidence that the Service Area meets the 51% Low/Moderate Requirement
- Limited Clientele (include “presumed”)
 - Eligible activity (usually a service or a facility) provides benefits that are “limited” to specific groups (rather than everyone in an area).
- Jobs: 51% of all created/ retained jobs must be Low/Moderate persons
- Housing: All must be Low/ Moderate households

Self Certification by Employee

Business Assistance Project Self –Certification of Income for Norfolk CDBG Funding Activity

<i>Page 1 to be filled out by Applicant/ Employee</i>	
Status:	<input type="checkbox"/> Job Applicant <input type="checkbox"/> Current Employee (Retention)
Business Name:	
Business Physical Address:	

Part I: Confidential Job Applicant/ Employee HUD Demographic Data		
Ethnicity (Select One)	<input checked="" type="checkbox"/> Not Hispanic	<input type="checkbox"/> Hispanic
Race (Select one that applies)		
<input type="checkbox"/> White	<input type="checkbox"/> American Indian/ Alaskan Native & White	
<input type="checkbox"/> Black/ African American	<input type="checkbox"/> Asian & White	
<input type="checkbox"/> Asian	<input type="checkbox"/> Black/ African American & White	
<input type="checkbox"/> American Indian/ Alaskan Native	<input type="checkbox"/> American Indian/ Alaskan & Black/ African	
<input type="checkbox"/> Native Hawaiian/ Other Pacific Isl.	<input type="checkbox"/> Other Multi-Racial	
Other Demographic Data (Select each that applies)		
<input type="checkbox"/> Female of Household	<input type="checkbox"/> Single/ Non Elderly	
<input type="checkbox"/> Participant Disable	<input type="checkbox"/> Related/ Single Parent	
<input type="checkbox"/> Veteran	<input type="checkbox"/> Related/ Two Parent	
<input type="checkbox"/> Elderly	<input type="checkbox"/> Other	
<input type="checkbox"/> Unemployed prior to Employment		

Part II: Confidential Job Applicant/ Employee Income Certification (Certification process may not be administered by business receiving CDBG funds.)	
My total family size consists of _____ household members, including _____ parent(s), and _____ child(ren), and the total gross annual income* for all adult members is \$ _____.	
<i>*Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).</i>	
I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an application for Federal and State funds, which may include immediate repayment of all Federal or State funds received and/or prosecution under the law. I understand that the information on this form is subject to verification by state or federal personnel as part of compliance monitoring.	
Job Applicant/ Employee Signature: _____	
Date: _____	
Applicant/ Employee Name (Print): _____	
Job Applicant/ Employee Physical Home Address:	
City:	Zip Code

Self Certification by Business and/or Economic Development

CDBG Business Assistance Project Verification by Norfolk for CDBG Funded Activity	
<i>Page 2 to be filled out by Program Operator</i>	
Project Information:	
Business Name: Click here to enter text.	
Job Applicant/ Employee Name: Click here to enter text.	
Public Benefit Type: <input type="checkbox"/> Job Creation <input type="checkbox"/> Job Retention	
Project Funded by: <input type="checkbox"/> Grant Number Click here to enter text. OR – <input type="checkbox"/> PI Fiscal Year: Click here to enter text.	
Business and Job Applicant/ Employee Location Verification:	
Business Physical Address: Click here to enter text. <input type="checkbox"/> In Jurisdiction Limits	
Job Applicant/ Employee Physical Home Address: Click here to enter text. <input type="checkbox"/> In Jurisdiction Limits	
<i>NOTE: Business must be located in Jurisdiction. Significant number of Job Applicants should reside in Jurisdiction (does not apply to retention).</i>	
Job Applicant/ Employee Income Verification:	
Effective Date of the Income Limit Chart being used: Click here to enter text.	
Family is: <input type="checkbox"/> 30% or less (Extremely Low Income) <input type="checkbox"/> 31% - 50% (Low Income) <input type="checkbox"/> 51% - 80% (Moderate Income) <input type="checkbox"/> Over 80% of median income: NOT ELIGIBLE AS LOW/ MOD JOB	
Program Operator must: 1. Complete confidential demographic data on cert. form if applicant/ employee leaves blank. 2. Complete business project information and business & applicant/ employee location verification. 3. Complete the applicant/ employee income verification by: Print the current HUD income limits provided for the fiscal year and Circle the applicable family size and annual income on the income limit printout, and include a copy of the circled printout with these certification form.	
Program Operator Certification: I certify that Applicant/ Employee demographic data provided is true and correct, to the best of my knowledge. I certify that, using the current annual income publication compared to stated family size and gross income, the income level indicated above is true and correct. I certify that residency of the Applicant/ Employee and the business address is true and correct per the requirements of 24 CFR 570.486(b) and/or (c) as applicable.	
Note: This completed certification, whether Job Applicant/ Employee benefited (was hired) or not, must be maintained in the Confidential Project file for review at time of monitoring. Certification	
Program Operator Name (print)	Job Title
Program Operator Name (signature)	Date:

Income Limits

2015 Income Limits Documentation System

Income Limits Summary Effective March 6, 2015

Virginia Beach-Norfolk-Newport News, VA-NC MSA

FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
City of Norfolk	\$70,900	Extremely Low (30%) Income Limits	\$14,900	\$17,000	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
		Very Low (50%) Income Limits	\$24,850	\$28,400	\$31,950	\$35,450	\$38,300	\$41,150	\$44,000	\$46,800
		Low (80%) Income Limits	\$39,700	\$45,400	\$51,050	\$56,700	\$61,250	\$65,800	\$70,350	\$74,850

The **Virginia Beach-Norfolk-Newport News, VA-NC MSA** contains the following areas: Currituck County, NC ; Gloucester County, VA ; Isle of Wight County, VA ; James City County, VA ; Mathews County, VA ; Surry County, VA ; York County, VA ; Chesapeake city, VA ; Hampton city, VA ; Newport News city, VA ; Norfolk city, VA ; Poquoson city, VA ; Portsmouth city, VA ; Suffolk city, VA ; Virginia Beach city, VA ; and Williamsburg city, VA .

For details on the calculation steps for each of the various parameters, please click the "Median Income" column heading or the Income Limits row labels ("Very Low-Income (50%) Limits", "Extremely Low-Income (30%) Limits", and "Low-Income (80%) Limits").

Clients who were provided service prior to March 6, 2015 will continue to use the December 18, 2013 information. Effective March 6, 2015, utilize these Income limits.

<http://www.huduser.org/portal/datasets/il/il2015/2015summary.odn>

Job Creation with LMI Benefit

- **Jobs must be “available to” LMI persons**
 - No special skill/ train or education beyond high school
 - Employer agrees to give first consideration to LMI
 - Written agreement with employer
 - Reasonable application process, pool of applicants, no logistic barriers
- **Jobs must be “held by” or “taken by” LMI**
 - Documentation that employees was LMI at the time of hiring
 - Self certification of income information from individuals
 - Qualification/ referral through qualifying program/ agency
 - Evidence can presume LMI
 - Must have a written agreement with business

Job Retention with LMI Benefit

- Document that jobs would be lost without CDBG
- Job is currently held by LMI person; or job expected to turn over in 2 years and will be filled by or available to LMI person(s)
- Convert part-time jobs, no temporary jobs qualify

Counting Jobs

- Count all jobs created as direct result of CDBG dollars
- Cannot stop counting at specified time or planned number of jobs
- Count first person to take position, not turn-over
- LMI based on current income not salary of created job

Documenting Job Creation

- When “available to” LMI Individuals
 - Written agreement with business with listing of job titles, descriptions, FTE status and pre-requisites/ skills required
 - Description of actions taken, how first consideration given to LMI, hiring process, names of persons interviewed, income status of persons interviewed

Documenting Job Creation

- When “taken by” LMI Individuals
 - Written agreement with business with listing of job titles and FTE status
 - Listing of job titles filled
 - Name and Income status for each person hired

Program Activity Close Out

- Any business that does not gather, complete and provide the program activity(ies) data to both DND and Economic Development will not satisfy the National Objective requirement to benefit low and moderate income household.
- Some or all of the job activities (created/ retained) is required to include:
 - Full Name
 - A unique Employee Identification Number, which must not include all or part of the employee's Social Security Number
 - Full-time and Part-time employment status
 - Date hired
 - Wages and
 - Hours worked
- Files must include the SSN for each job created or retained.

Conflict of Interest

BORROWER CERTIFICATION OF NO CONFLICT OF INTEREST IN RECEIVING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

City of Norfolk, hereafter, called Grantee, will use federal CDBG funds to provide financial assistance to eligible program participants, hereafter called Participants. These CDBG funds are administered by the State Department of Housing and Community Development hereafter called Department. As part of receiving CDBG funds from the Department, the Grantee is required to ensure there is no conflict of interest created when using these funds on eligible CDBG activities. As such, all Participants must certify that no conflict of interest has been created.

Conflict of Interest: Pursuant to CDBG financial assistance is not available if there is a conflict of interest. Any person / business loan participant that is an employee of the Grantee, an elected official, or consultant involved in administering a business assistance activity would not be eligible to receive CDBG funds due to a conflict of interest. If there is a real or perceived conflict of interest, the Grantee must have a legal determination that will be placed in the Participant's file.

Federal Conflict of Interest: Pursuant to the Code of Federal Regulations, Section 24 CFR 570.489 (h) a conflict of interest is not allowed when using CDBG funds as follows:

Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG funds.

If there is a real or perceived conflict of interest relative to the federal language above, the Grantee must submit a request to the Department for an exception to the Conflict of Interest determination. The Department will render a written decision that will be placed in the Participant's file.

By signing below, I certify that no conflict of interest, as prohibited by the Code of Federal Regulations Section 24 CFR 489 (h), is created.

Signature of Borrower

Print Name and Title

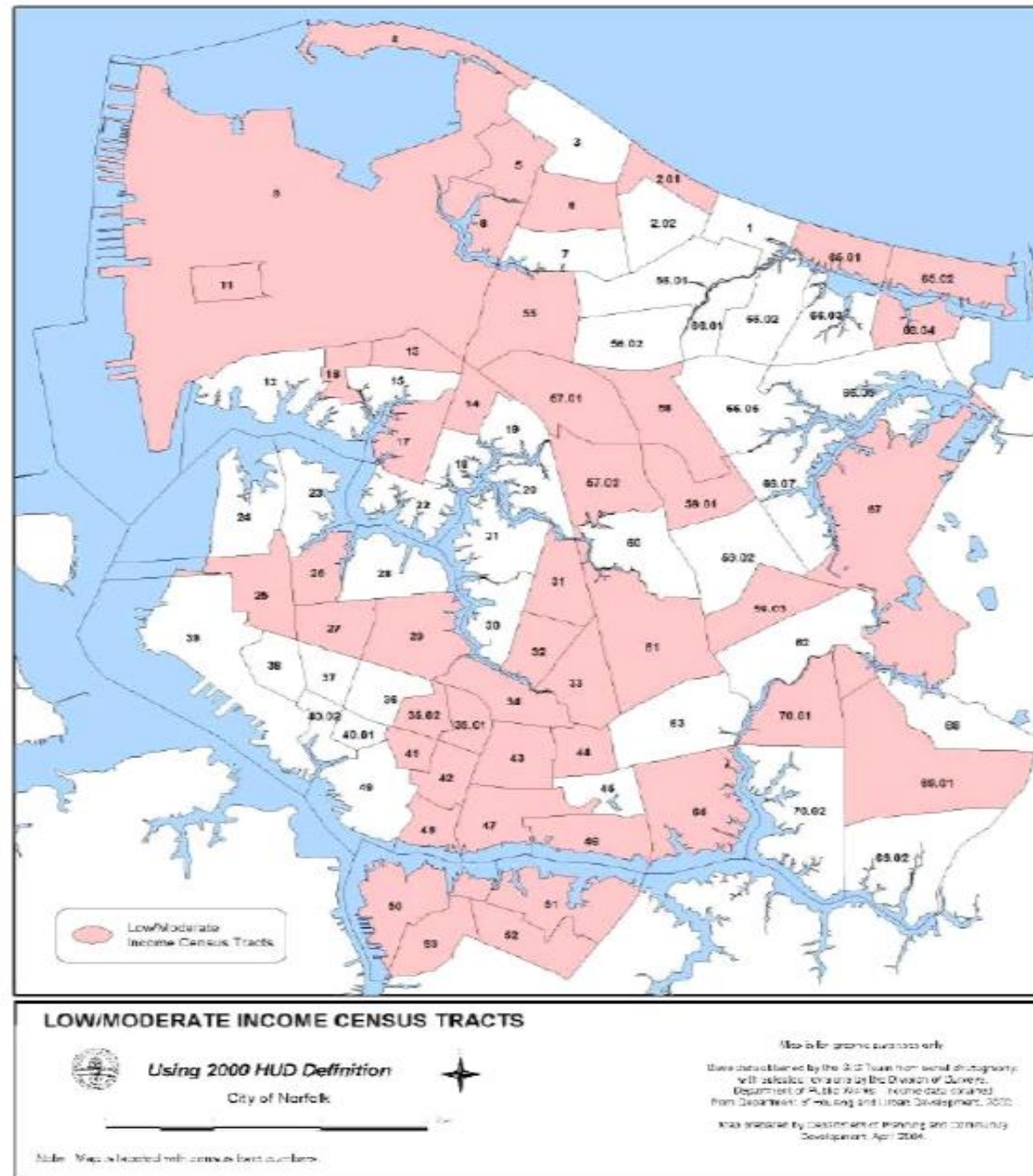
Date: _____

Additional Information

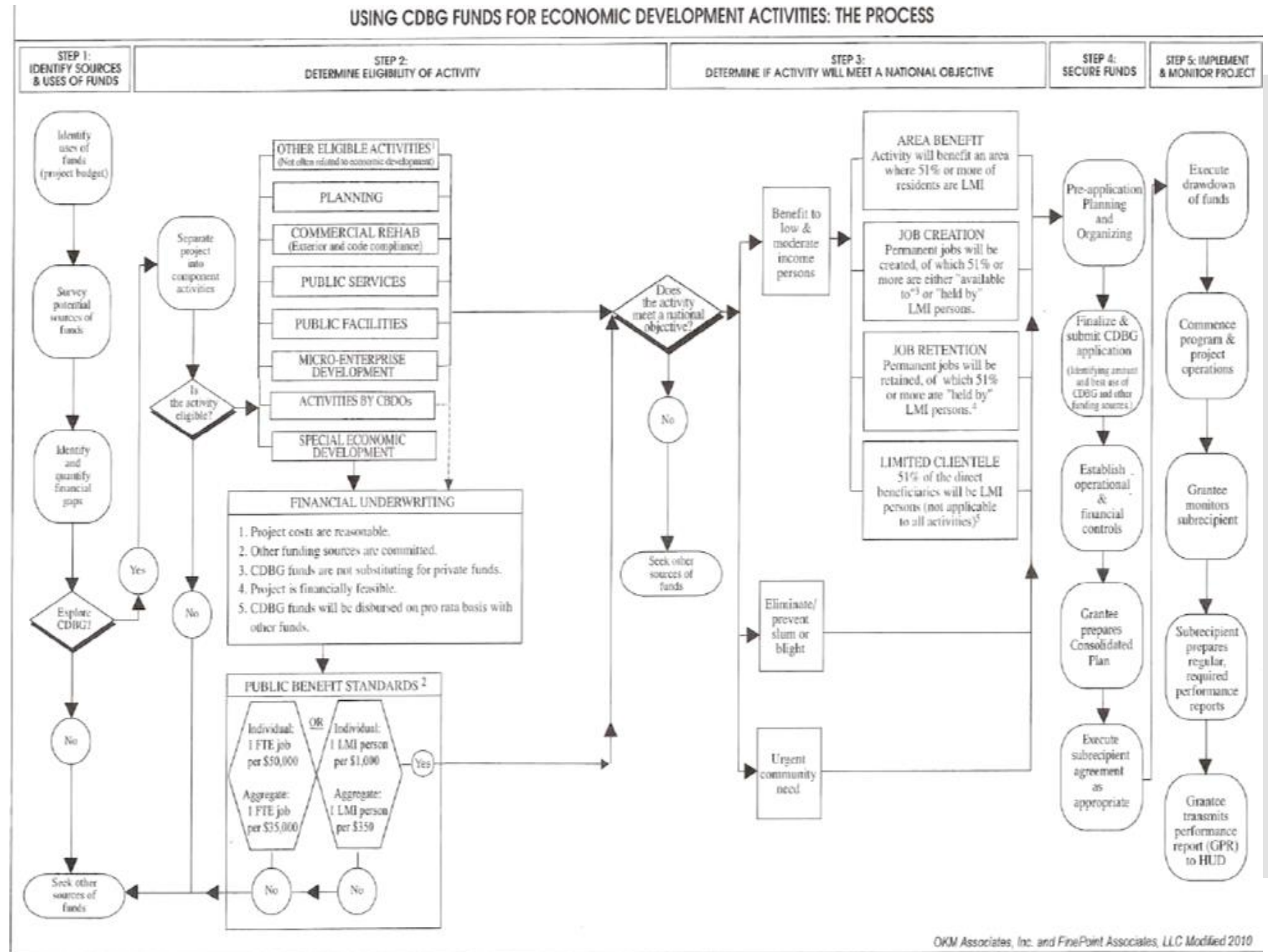
Federal Conflict of Interest 24 CFR 570.489(h)

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- If there is a real or perceived conflict of interest, the Grantee must have a legal determination that will be placed in the Participant's file.

Low/ Mod Census Tracts Map



CDBG Funds for Economic Development Flow Chart



Meeting Program Deadlines

- **Any CDBG funds** that are not obligated or spent within the timeframes will be re-allocated.
- **CDBG funds** will be re-programmed and allocated to other eligible projects.



Additional Information

CDBG ECONOMIC DEVELOPMENT ACTIVITIES

ELIGIBILITY - NATIONAL OBJECTIVE - PUBLIC BENEFIT STANDARDS - RECORDS TO MAINTAIN

ENTITLEMENT COMMUNITIES

Eligibility Category	National Objective - 570.208	Public Benefit Standards - 570.209 (b)	Records to be Maintained - 570.506(a)/(b)/(b)(1)
570.203(a) Sec. 105(a)(14) Special Economic Development Grantee/Nonprofit	570.208(a)(1) – LMA 570.208(a)(4) – LMJ 570.208(b)(1) – SBA	570.209 (b) YES	570.506(b)(2) 570.506(b)(5)/(6)/(7) 570.506(b)(8)
570.203(b)/(c) Sec. 105(a)(17) Special Economic Development For Profit Businesses	570.208(a)(1) – LMA 570.208(a)(2)(iv) – LMC 570.208(a)(4) – LMJ 570.208(b)(1) – SBA	YES	570.506(b)(2) 570.506(b)(3) 570.506(b)(5)/(6)/(7) 570.506(b)(8)
570.204(a)(2) Sec. 105(a)(15) CBDO Community ED Project	570.208(a)(1) – LMA 570.208(a)(iv) – LMC 570.208(a)(4) – LMJ 570.208(b)(1) – SBA	YES	570.506(b)(2) 570.506(b)(3) 570.506(b)(5)/(6)/(7) 570.506(b)(8)
570.201(o) Sec. 105(a)(22) Microenterprise Development	570.208(a)(1) – LMA 570.208(a)(2)(iii)/(iv) – LMC 570.208(a)(4) – LMJ 570.208(b)(1) – SBA	NO	570.506(b)(2) 570.506(b)(3) 570.506(b)(5)/(6)/(7) 570.506(b)(8)
570.201(c) Sec. 105(a)(2) Public Facilities	570.208(a)(1) – LMA 570.208(a)(4) – LMJ 570.208(b)(1)/(2) – SBA/SBS	YES & NO (1)	570.506(b)(2) 570.506(b)(5)/(6)/(7) 570.506(b)(8)/(10)
570.202(a)(3) Sec. 105(a)(4) Commercial Rehabilitation	570.208(a)(1) – LMA 570.208(a)(4) – LMJ 570.208(b)(1)/(2) – SBA/SBS	NO	570.506(b)(2) 570.506(b)(5)/(6)/(7) 570.506(b)(8)/(9)/(10)

Remember:
Complex Projects Take
Time